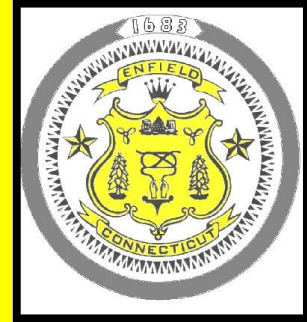


# **THE TOWN OF ENFIELD** **CONNECTICUT** **INVITES CANDIDATES TO** **APPLY FOR THE:**



## **DIRECTOR OF HUMAN RESOURCES**

### **COMMUNITY PROFILE AND HISTORY**



#### **Great Opportunity For an HR Professional**

#### **Profile information:**

- Community History and information
- Form of Government
- HR Director Job Description & Staff
- Organizational Chart
- Characteristics of the ideal candidate
- Qualifications
- Challenges and Opportunities
- Process to Apply

#### **HISTORY OF ENFIELD**

The first recorded contact between Europeans and Native Americans in Connecticut occurred when Dutch explorer Adriaen Block sailed up the Connecticut River in 1614. In 1674, the General Court of Massachusetts granted land stretching as far south as Asnuntuck Brook to the Town of Springfield. Enfield's first settlers, John Pease, Jr. and Robert Pease, arrived in 1679 from Salem, Massachusetts. The next Spring, they were joined by their families and other settlers from Salem, Massachusetts; by the end of that year (1680) about 25 families had settled in the area. In 1683, the Town of Enfield was incorporated.

As a result of an error in the survey done in 1642, Enfield was settled as part of Massachusetts Colony. A 1695 survey corrected the error, showing that Enfield, as well as Suffield and Somers, were within Connecticut Colony's borders. Apparently unhappy with the Massachusetts government, the citizens of Enfield first discussed separating from Massachusetts at a 1704 Enfield town meeting. Legal action was taken in both the Massachusetts and Connecticut Legislatures and in court in London, England. In 1750 Enfield seceded from Massachusetts and became part of Connecticut Colony.

#### **COMMUNITY BACKGROUND**

The Town of Enfield, Connecticut is a full service Town located eighteen miles north of Hartford Connecticut and eight miles south of Springfield, Massachusetts.

Enfield is at the center of the Hartford-Springfield bi-state region which is an integrated economic area that straddles the Massachusetts-Connecticut border. Almost 1.7 million residents live in the 111 municipalities that compose this region along the Connecticut River. This region is commonly referred to as "New England's Knowledge Corridor" due to its concentration of 27 colleges and universities, whose combined total enrollment exceeds 125,000 students.

Enfield is also centrally located in the New England area. Interstate highways going east to west and north to south provide easy access to New York City and Boston. Bradley International Airport, which is located approximately 10 miles south of Enfield, is the principal source of commercial passenger service with 10 major and five regional airlines. Bradley is an important air freight center for the region. Enfield is also served by rail lines. A new commuter station is being planned for Enfield which will provide commuter train access to and from New Haven, Connecticut on the south and to Springfield, Massachusetts on the north.

The combination of excellent transportation networks and an educated, quality workforce is vital to

the approximately 1,600 businesses that call Enfield home. The Town's diversified commercial/industrial base includes world-class companies in manufacturing, services, distribution and research. Denmark-based Lego Group is known around the world as the leading producer of quality products for children. Lego chose Enfield as its U.S. Headquarters for its proximity to New York and Boston and ease of shipping to Europe. Massachusetts Mutual Life Insurance Company moved in the past couple of years into a large office complex within the Town. The Town is also home to Hallmark Cards and many other national and international companies.

The Town is 33.8 square miles with a current population of approximately 45,246. The population of the Town is ethnically, racially, and economically diverse.



## Form of Government

The Town of Enfield operates under the council-manager form of government. Policy-making and legislative authority rest with a Town Council consisting of eleven members. Four Council Members are elected from Districts and seven are elected At-Large. All serve two-year terms.

The Council appoints a Town Manager who is the Chief Executive Officer of the Town. The appointment is for an indefinite term. The Town Manager appoints all department heads and other officers and employees of the Town with the exception of the Town Attorney. The Town Manager appoints the Human Resources Director.

The Town of Enfield is a full service Town with most services provided by the Town except Fire which are managed by five separate fire districts, water is provided by a private company, health services provided by a regional district. The Town has also consolidated a number of services with the Board of Education. The IT Department reports to both the Superintendent and Town Manager. Buildings and Grounds are managed by Public Works for both the Town & School properties.



## Director of HR Job Description

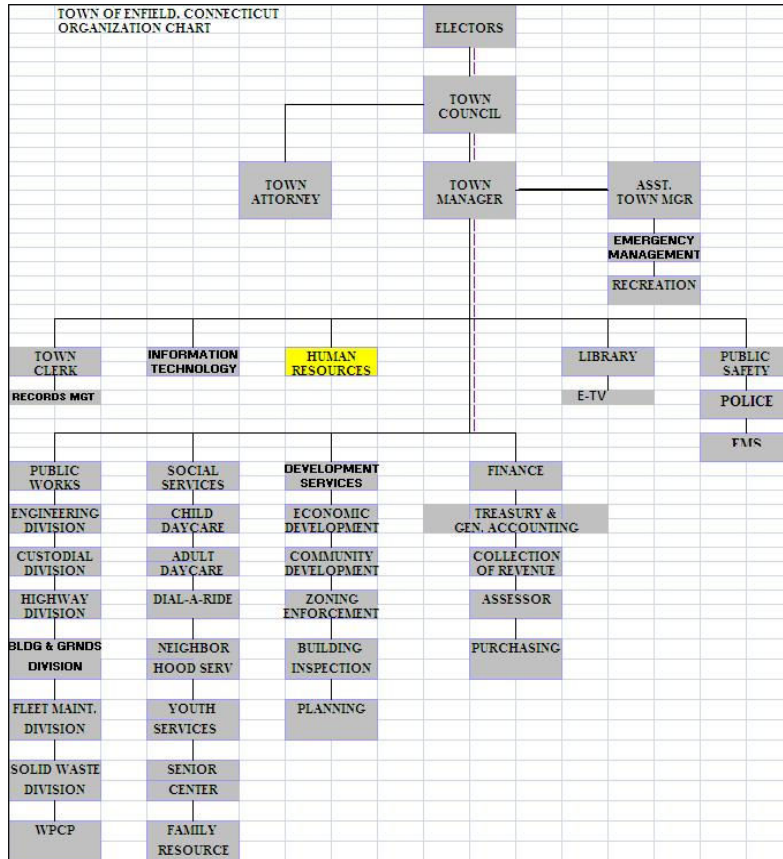
Directs and supervises the human resources and labor relations program for the Town of Enfield Responsible for the maintenance of personnel records, the recruitment and selection of personnel, the administration of benefit programs, workers compensation and employee/labor relations activities. Major responsibilities include:

- Acts as chief spokesperson for the Town in the negotiation and administration of collective bargaining agreements;
- Provides counsel to administrators in the administration of such agreements; counsels with employees and administrators to resolve complaints, discipline problems, difficulties and other matters related to human resources management;
- Interprets personnel policies and procedures and makes recommendations for modifying, deleting and/or adding to the personnel policies and procedures of the Town;
- Establishes and maintains a system of personnel records and HRIS for all employees in order to provide a comprehensive, accurate and current record of matters pertinent to employment, transfer, promotions, retirement, tenure, etc. as applicable;
- Supervises the administration of all employee benefit programs;
- Directs the recruitment and selection processes for all Town positions;
- Drafts and recommends for adoption job descriptions for new positions and/or existing positions in the Town;
- Administers the classification and compensation plans as adopted by Town coordinates employee performance evaluation programs;
- Supervises Town safety and workers' compensation programs;
- Prepares department budget; appoints and removes employees assigned to department;
- Works with Town Management on organizational development issues;

Human Resource Department includes the HR Director, Personnel Coordinator responsible for recruitment and Human Resource Information System, Benefits Administrator responsible for employee benefits and workers compensation and part-time Training/Employee Relations Coordinator responsible for training and employee assistance program.



## ORGANIZATIONAL CHART



### Characteristics of the Ideal Candidate

- Extensive Labor Relations experience—grievances, arbitrations, contract negotiations
- Proactive with employees and department heads about all types of personnel issues
- Excellent communications skills with staff at all levels—Good Listener
- Honesty, Integrity and credibility with employees, unions, management and council
- Think outside the box—i.e. cutting edge best practices for Human Resources
- Be a Team Builder and Team Player
- Knowledge and experience with recruitment, employees benefits, technology, pensions, employee relations
- Assist Town Management with organizational development
- Promote culture of continuous improvement, customer focus and operational efficiencies
- Knowledgeable about municipal functions and operations
- Ability to deal with fast paced human resources department.

**Qualifications:** The successful candidate must hold A Law Degree or Masters degree in business or public administration and not less than five (5) years personnel/human resources experience, or a bachelors degree in the above fields and seven (7) years experience or any equivalent combination of experience and training. Must have not less than two (2) years of municipal experience as chief spokesperson in the negotiation of collective bargaining agreements. Thorough knowledge of theories, principles, practices and techniques of modern human resources administration and organizational development.



## **Challenges and Opportunities**

- Upcoming union negotiations with Police Union and integrating the BOE Custodial Union with existing Town Union
- Ability to handle workers compensation issues and safety issues now that the Risk Manager position was eliminated
- Heavy workload with small knowledgeable staff
- Balancing rules and regulations enforcement with making employees feel part of the team
- Ability to deal with workforce reductions and flattening of organizational structures and the changes it brings to employees and job descriptions
- Find creative ways to offer desirable working environment
- Review of non-union classification and compensation plans
- Review and revisions to the personnel policies
- Delivering “knock your socks off service” to departments and candidates
- Redesign of employee orientation to promote a culture of process improvement and team spirit
- Ability to be all things to all people

## **Compensation and Application Process**

The starting salary for this position is between \$90,000-\$100,000 depending on qualifications & experience - with an excellent benefits package:

For more information see the Town web site:  
[www.enfield-ct.gov](http://www.enfield-ct.gov)

Enfield is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for the challenges of the Director of Human Resources for the Town of Enfield please mail or email your resume and cover letter by September 18,2009 to:

**Town of Enfield  
Human Resources Department  
820 Enfield Street  
Enfield, CT 06082  
Email to: [jobs@enfield.org](mailto:jobs@enfield.org)  
Fax 860-253-6264  
Call 860-253-6345**

**For more information contact Ms. Randi Frank at  
[rfrank05@snet.net](mailto:rfrank05@snet.net)**